

eDecs Fact Sheet

Paying Declaration Fees On-Line

Overview

The U.S. Fish and Wildlife Service (USFWS) eDecs system provides the option of paying Declaration fees online using a credit card. The eDecs online payment module uses Secure Sockets Layer (SSL) software, which is the industry standard and among the best software available today for secure online commerce transactions. SSL software encrypts all of your personal information, including your credit card number, name and address, so that this information cannot be read as it travels over the Internet.

Funds from your fee payment transaction are transferred directly to the U.S. Department of Treasury. None of your credit card information is stored or viewed by the USFWS. When you submit an online payment request, your credit card information will be verified and authorized. After your payment is processed, the USFWS Inspector reviewing your shipment will be notified that your Declaration fees have been paid.

Please note that you are responsible for paying all fees associated with your shipment Declaration. A fee calculator has been provided on this screen to assist in calculating your fee. This fee calculator is based on the information you have entered on this eDec, and may not be able to if any of the information is missing or inaccurate. There may also be additional fees for your shipment based on specific circumstances. Please contact the USFWS port office processing your shipment if you have additional questions regarding Declaration fees.

Use of the eDecs online payment module is optional. You may also pay your Declaration fees to the USFWS port office processing your shipment. If you choose to pay online, you may do so either at the time you submit the eDec, or at any point up until the eDec is being processed by the USFWS.

Payment at the Time of Submittal

You may pay Declaration fees for your shipment at the time you first submit your eDec to the USFWS. Upon submittal of your eDec, you will see the eDecs submittal confirmation page. Under the section titled "Filing Instructions", a hyperlink labeled "[Click here to pay fees now](#)" will be displayed. Simply click that link to continue with online payment. **Note: you must follow all other instructions on the submittal confirmation page before proceeding with online payment – including printing submittal confirmation page and printing the draft Form 3-177 generated from your eDec, if appropriate.**

After clicking the "Click here to pay fees now" button, follow on-screen instructions for submitting payment. You will receive online verification once your payment has been processed.

Payment After Submittal

You may pay Declaration fees online, using eDecs, anytime up until final processing of the Declaration by the USFWS. In fact, there may be instances where you will not want to pay your Declaration fees until you have consulted with the USFWS port office processing your shipment.

For example, additional fees are sometimes required in special circumstances, so you should always contact the port office if you have any question as to the exact amount of your fees, and when you should submit payment.

To pay fees online after you have submitted your eDec, log into your eDecs account, retrieve the eDec from your list of “Pending eDecs”, and choose the “Pay Fees” option. After clicking the “Pay Fees” button, follow on-screen instructions for submitting payment. You will receive online verification once your payment has been processed.

Online Payment Steps

Whether you choose to pay your Declaration fees at the time of eDec submittal, or at a later time prior to final processing by the USFWS port office, the basic steps of payment processing are the same. Once you have chosen to start the payment process (either by clicking the “Click here to pay fees now” link on the submittal confirmation screen, or the “Pay Fees” button on your pending eDecs list), you will see a screen prompting you for your name, credit card billing address, zip code, and fee amount (Figure 1).

Please complete this form to continue with on-line payment of your Declaration fees:

* Name (as it appears on credit card):

* Street Address (credit card billing address):

* Zip Code (credit card billing address):

* Fees \$: [Click here to calculate fee for this eDec](#)

** All fields are required*

Figure 1: Step 1 for online payment

Please note that you must fill in each field with information as it pertains to the credit card you will be using for payment.

Adjacent to the “Fees” block, you will notice a link labeled “Click here to calculate fee for this eDec”. You may use this feature as a point of reference to determine your required fees; however, you must confirm your total fee amount with the USFWS port office. The online fee calculator estimates your fee based on the information you entered on the eDec form. If any errors are detected on the form, the system may not be able to calculate your fee accurately. In addition, there may be special circumstances associated with your shipment that require additional fees. If you have any questions, please contact the USFWS port office processing your shipment.

After you have completely filled out the fields displayed on the first payment processing form, click the “Continue” button. If you do not wish to continue with the online payment process, you may return to your eDecs account at anytime by clicking the “My eDecs” link in the upper right corner of the screen.

After clicking the “Continue” button, a new screen will be displayed prompting you for your credit card information (Figure 2).

Please enter your credit card information below:

Name:	<input type="text" value="JOHN Q PUBLIC"/>		
Total:	\$55.00		
Card Type:	<input type="text" value="Visa"/> ▼		
Card Number:	<input type="text" value="5555111144449999"/>		
Expiration Date:	<input type="text" value="04"/> ▼	<input type="text" value="2005"/> ▼	
<input type="button" value="Submit Payment"/>			

Figure 2 - Step 2 of the online payment process

Review the information on the credit card processing screen (Figure 2), then select the type of credit card you are paying with, enter your credit card number, and enter the expiration date of the credit card. To finish the online payment process, click the “Submit Payment” button. Your credit card information will then be authorized, and payment will be processed. Credit card processing and payment collection is conducted by the U.S. Treasury Department’s Internet Credit Card Collections system utilizing 128-bit SSL encryption. Please note that none of your credit card information is maintained or viewed by the USFWS.

After processing of your credit card is completed, you will be notified if the transaction was successful or if your credit card information could not be processed. Upon successful completion, you may return to your eDecs account, or simply exit the system. If your card could not be processed, you will have the option try again.

Final Processing and Verification

After you have successfully paid your Declaration fees online, your eDec record will be labeled as “Fees Paid”, with the amount paid also displayed. Your Form 3-177, generated from the eDecs system will also display a notice that fees have been paid.

The USFWS processing your Declaration will also be notified that you have paid fees for your Declaration. Please note that you may only submit online payment for an eDec one time. If additional fees are required, you must pay the USFWS port office directly.